Access Modules 1-3
Objectives and Self-Assessments

Module 1 Objectives

By the end of Module 1, a student will be able to understand basic database concepts, how to move around in Access and know the difference between a table, query, form and report. Lastly, the student will be able to design, create, and maintain a table.

Module 1 Self-Assessment
Database Concepts
1.) Multiple Choice:
    Q.) Components that make up an Access database are called _____.
        ____ A. records
        ____ B. objects
        ____ C. tables
        ____ D. reports

2.) Multiple Choice:
    Q.) You connect two separate tables through a(n) _____ that appears in both tables.
        ____ A. primary key
        ____ B. foreign key
        ____ C. common field
        ____ D. value

3.) Multiple Choice:
    Q.) Primary keys are _____.
        ____ A. not necessary
        ____ B. almost always used
        ____ C. only used in special circumstances
        ____ D. none of the above

4.) Multiple Choice:
    Q.) The primary key whose values uniquely identify each record in a table, is called a _____ when it is placed in a second table to form a relationship between the two tables.
        ____ A. primary key
        ____ B. foreign key
        ____ C. golden key
        ____ D. smart key

5.) Multiple Choice:
   Q.) Primary keys are _____.
   _____ A. always set by Access
   _____ B. never auto numbers
   _____ **C. unique identifiers for each record**
   _____ D. none of the above

6.) Multiple Choice:
   Q.) Which of the following is a TRUE statement?
   _____ A. A data value is a column in a table.
   _____ B. A record is a column in a table.
   _____ C. A field is a row in a table.
   _____ **D. A record is a row in a table.**

7.) Multiple Choice:
   Q.) A(n) _____ is a question you ask about the data stored in a database.
   _____ A. table
   _____ B. form
   _____ **C. query**
   _____ D. report

8.) Multiple Choice:
   Q.) Unless you specify otherwise, the records resulting from a query are listed (sorted) by
   _____.
   _____ A. the first field
   _____ **B. the primary key**
   _____ C. what order they were entered
   _____ D. the last field

9.) Multiple Choice:
   Q.) The quickest way to create a form is to use a(n) _____.
   _____ A. Wizard
   _____ **B. AutoForm Wizard**
   _____ C. Template
   _____ D. Outline

10.) Multiple Choice:
   Q.) After creating a report, the AutoReport Wizard displays the report in _____ view.
   _____ A. Outline
   _____ B. Design
   _____ **C. Print Preview**
   _____ D. Datasheet

Designing, Creating and Maintaining Tables in a Database

11.) Multiple Choice:

    Q.) Normalizing a database will:

        ____ **A. Help to prevent redundant data**

        ____ B. Have no effect on the accuracy of the database

        ____ C. Run queries automatically

        ____ D. None of the above

12.) Multiple Choice:

    Q.) What is the purpose of the data type property for a field?

        ____ A. Determines the properties that can be set for a field

        ____ B. Allows the user to set formats for the field

        ____ C. Determines the type of data that will be entered into the field.

        ____ D. **All of the above.**

13.) Multiple Choice:

    Q.) For which two types of fields do you assign a field size?

        ____ A. Number and Date/Time

        ____ B. Currency and Text

        ____ **C. Text and Number**

        ____ D. Text and Memo

14.) Multiple Choice:

    Q.) Why was the OrderNum field defined as a text field?

        ____ A. Numbers will be used for calculations.

        ____ **B. Numbers will not be used for calculations.**

        ____ C. Numbers will include letters.

        ____ D. None of the above.

15.) Multiple Choice:

    Q.) A(n) _____ value, which results when you do not enter a value for a field, is not permitted for a primary key.

        ____ A. true

        ____ B. false

        ____ **C. null**

        ____ D. empty

16.) Multiple Choice:

    Q.) What does a pencil symbol in a datasheet's row selector represent?

        ____ A. Enter mode for selected record.

        ____ **B. Edit mode for selected record.**

        ____ C. An Error within selected record.

        ____ D. Row available for New record.

17.) Multiple Choice:

Q.) What does a symbol indicate in a datasheet's row selector represent?

_____ **A. Row available for a new record.**
_____ B. Enter mode for selected record.
_____ C. Edit mode for selected record.
_____ D. An Error within selected record.

18.) Multiple Choice:

Q.) What is the difference between Navigation mode and Editing mode?

_____ **A. With Navigation mode, the entire content of the cell is selected, with Edit mode the insertion point is visible.**
_____ B. With Editing mode, the entire contents of the cell is selected, with Navigation mode, the insertion point is visible.
_____ C. Navigation mode allows you to move the insertion point between characters in a cell.
_____ D. None of the above.

19.) Multiple Choice:

Q.) What is the effect of deleting a field from a table structure?

_____ A. A blank field replaces the current field.
_____ **B. The field and all its values are removed from the table.**
_____ C. The field is removed, but the values remain.
_____ D. None of the above.

20.) Multiple Choice:

Q.) How do you insert a field between existing fields in a table structure?

_____ A. Select Insert, Rows menu item.
_____ B. Click the Insert Rows button on the Standard toolbar.
_____ C. Choose "Insert Rows" from the shortcut menu.
_____ **D. All of the above.**

21.) Multiple Choice:

Q.) A field with the_____ data type appears in the table datasheet as a check box.

_____ A. Text
_____ B. AutoNumber
_____ **C. Yes/No**
_____ D. Hyperlink

Module 2 Objectives

By the end of Module 2, a student will be able to set a table's field properties, copy records from another table, modify a table's format in Datasheet view, and set up how pages print and print a table. The student will also be able to create a query using a Wizard, create a new database and add a table using design view, datasheet view, and importing Excel data into an Access table.

Module 2 Self-Assessment

1.) Multiple Choice:
   Q.) Which property do you use to control the display appearance of a field value?
   ____ A. Caption
   ____ **B. Format**
   ____ C. Field Size
   ____ D. Default Value

2.) Multiple Choice:
   Q.) The **Default Value** property is used to _____.
   ____ **A. add standard text that is automatically entered into a field**
   ____ B. assign a true or false value to a field
   ____ C. specify whether a value is required in a field
   ____ D. specify a message to be displayed when invalid data is entered in a field

3.) Multiple Choice:
   Q.) To help ensure correct data is entered into a field, use the _____ property.
   ____ A. Format
   ____ B. Caption
   ____ **C. Validation Rule**
   ____ D. Validation text

4.) Multiple Choice:
   Q.) _____ defines a standard format for phone numbers, zip codes, social security numbers, and various date and time formats.
   ____ A. A default value
   ____ B. An index
   ____ **C. An input mask**
   ____ D. Validation text

5.) Multiple Choice:
   Q.) Why would you close an open database?
   ____ A. To copy records to it from a table in another database.
   ____ B. To open another database.
   ____ C. When you are finished working in the database.
   ____ **D. All of the above**

6.) Multiple Choice:
    Q.) To copy records to an existing table, select the _____.
        ____ A. first cell in the new record row
        ____ **B. entire new record row**
        ____ C. last cell in the new record row
        ____ D. All of the above

7.) Multiple Choice:
    Q.) Modifying a Table's Format in Datasheet View, allows you to _____.
        ____ A. Change Row Height and Column Width
        ____ B. Change the Font
        ____ C. Change the Datasheet Color
        ____ **D. All of the above.**

8.) Multiple Choice:
    Q.) The best way to change the width of multiple columns, is to _____.
        ____ A. double-click the right border of each column separately
        ____ B. select the columns by clicking on the select all records area (left of column A above Row 1 indicator), and then double-click the right border of any column
        ____ **C. click the first column heading and drag to the last column heading, then double-click the right border of any column**
        ____ D. All of the above

9.) Multiple Choice:
    Q.) Freezing a column, will _____.
        ____ A. temporarily hide that column
        ____ **B. force the column to stay on the current screen when scrolling**
        ____ C. not allow the column's formatting to be changed
        ____ D. not allow the column to be deleted in design view

10.) Multiple Choice:
    Q.) When Moving, Hiding, or Freezing a column, the first step in the process is to select the

        _____.
        ____ A. Format menu
        ____ B. Tools menu
        ____ **C. Column**
        ____ D. Insert menu

11.) Multiple Choice:
    Q.) To change the orientation of the page from Portrait to Landscape, choose _____.
        ____ A. Format, Page
        ____ **B. File, Page Setup**
        ____ C. Edit, Page Setup
        ____ D. Format, Page Setup

12.) Multiple Choice:

Q.) The keyboard method to move from the field name window to the properties window is

_____.

      A. F4

      B. F5

      C. F6

      D. F7

Module 3 Objectives

By the end of Module 3, a student will be able to create select queries using the Query Design window, define table relationships with referential integrity options, sort records, filter records, and find records.

Module 3 Self-Assessment

Simple Queries and Table Relationships
1.) Multiple Choice:
 Q.) A select query is _____.
 _____ A. the default query type
 _____ B. allows the user to specify which fields and records to be selected
 _____ C. retrieves data from one or more tables
 _____ **D. All of the above**

2.) Multiple Choice:
 Q.) How are a table datasheet and a query datasheet similar?
 _____ A. They have the same name.
 _____ **B. They look exactly the same.**
 _____ C. They have the same amount of columns.
 _____ D. They have the same fields.

3.) Multiple Choice:
 Q.) How are a table datasheet and a query datasheet different?
 _____ **A. Table datasheets contain permanent data, whereas a query datasheet is temporary data based on the criteria of the query.**
 _____ B. Table datasheets contain temporary data, whereas a query datasheet is permanent data based on the criteria of the query.
 _____ C. Table datasheets can be formatted, and query datasheets cannot.
 _____ D. Query datasheets can be formatted, and table datasheets cannot.

4.) Multiple Choice:
 Q.) If the records in Table A have a one-to-many relationship with the records in Table B, which of the following statements is true?
 _____ **A. Table A is the primary table and Table B is its related table.**
 _____ B. Which table is the primary depends on how their respective primary keys.
 _____ C. There is not enough information to determine which table is the primary table.
 _____ D. Table B is the primary table an Table A is its related table.

5.) Multiple Choice:
   Q.) _____ is a set of rules that Access enforces to maintain consistency between related tables when you update data in a database.
   ____ A. Regulatory Rules
   ____ **B. Referential Integrity**
   ____ C. Referential Rules
   ____ D. Filters

6.) Multiple Choice:
   Q.) Which statement is False? When Enforce Referential Integrity is selected, _____.
   ____ A. none of these statements is false
   ____ B. you cannot delete a record in the primary table when you add a record to a related table
   ____ C. a matching record must already exist in the primary table when you add a record to a related table
   ____ **D. you cannot change the value of a primary key field in the primary table if the change causes an orphan record in the related table**

7.) Multiple Choice:
   Q.) A _____ exists when one of each data value in the common field of the first table matches one of these values in the second table.
   ____ **A. one-to-one relationship**
   ____ B. one-to-many relationship
   ____ C. many-to-many relationship
   ____ D. common field

8.) Multiple Choice:
   Q.) Which statement regarding joining (relating) tables in a query is NOT true?
   ____ **A. All of these statements are true.**
   ____ B. Tables that are related are joined automatically.
   ____ C. You can join tables on fields with different names.
   ____ D. Deleting a join line in a query affects only that query.

Sorting, Filters and Find
9.) Multiple Choice:
   Q.) For a date/time field, what is ascending sort order?
   ____ A. Most recent to oldest date
   ____ **B. Oldest date to most recent**

10.) Multiple Choice:
   Q.) In a query that has two fields marked to be sorted, which one will Access sort first?
   ____ A. The field that is the primary key in the table.
   ____ B. The field that appears leftmost in the table.
   ____ **C. The field that appears leftmost in the query.**
   ____ D. The field that is marked first in the table.

11.) Multiple Choice:

Q.) A(n) _____ is a set of restrictions you place on the records in an open table/query datasheet to temporarily isolate a subset of records.

_____ **A. filter**
_____ B. sort
_____ C. query
_____ D. class

12.) Multiple Choice:

Q.) Which toolbar button is the *filter by selection* button?

_____ **A.**

_____ B.

_____ C.

_____ D.